

REQUEST FOR QUALIFICATIONS

Issued by:

CITY OF MILWAUKEE DEPARTMENT OF PUBLIC WORKS AND MKE PLAYS

Issued for:

PARK AND PLAYGROUND DESIGN & CONSTRUCTION CONSULTANT SELECTION

1. GENERAL INFORMATION

1.1 Request for Qualifications (RFQ)

The City of Milwaukee Department of Public Works (DPW) is soliciting statements of qualification (SOQ) from playground/landscape designers, architects, and equipment vendors to demonstrate capacity for park reconstruction projects in conjunction with the MKE Plays initiative. The City desires to generate a pool of eligible service (design, sales, fabrication, engineering, installation, etc.) providers, from which to choose for MKE Plays park reconstruction projects occurring from January 1, 2016 to December 31, 2017.

Qualified applicants (contractors and consultants) will be reviewed on a project by project basis and are not guaranteed any contract as part of this initiative. Any professional services contracts that are executed as result of this RFQ will be funded and administered by DPW on behalf of MKE Plays. Standards and documentation associated with the services shall be appropriate to the requirements of DPW, which also reserves control over the management and execution of these projects. DPW is responsible for making payments for the services performed.

1.2 Project Overview

DPW maintains a portfolio of 62 parks throughout the City of Milwaukee. With decreasing funding for the maintenance and reconstruction of these facilities over the last 15 years, the Milwaukee Common Council, under the leadership of President Michael Murphy, has created the MKE Plays initiative as a public/private funding mechanism for this purpose. Following two pilot projects, DPW has selected 10 more parks in need of reinvestment over the next two years. These parks are underutilized because of their deteriorated condition, limited function, and generic aesthetic.

In an effort to activate these spaces for the communities they serve, we will engage local residents in designing and constructing parks whose function and aesthetic reflects the needs and interests of the neighborhood around them. Anticipating a wide variety of input, we seek to create a qualified consultant pool capable of accommodating these varied interests through innovative design, while also meeting DPW standards for quality that will allow for sustainable park maintenance and use.

1.3 Scope of Work for Park Projects

As consultants will be contracted on a project by project basis, there is not a specific scope of work related to this RFQ. Instead, each consultant will attempt to qualify themselves for each activity (detailed below) that they are interested in providing services for. Once project needs for service are identified, the specific scope of work will be defined. The activities that may be conducted under contract resulting from this RFQ may include, but are not limited to:

A. Park Design & Project Management Services

1. Facilitate neighborhood meetings for resident input
2. Prepare holistic park plans (see 1.3B) and designs that incorporate expressed community needs and interests
3. Collaborate with other consultants, contractors, and experts
4. Engage with DPW and MKE Plays throughout the design process for presentation and revision of conceptual plans
5. Create detailed technical plans and itemized quotes from approved conceptual designs to assist the procurement process
6. Maintain Americans with Disabilities Act (ADA) compliance in design and construction of park facilities.
7. Potential deliverables: conceptual plans, documentation of community meetings with qualitative and quantitative analysis, draft and final park designs, itemized project financial estimates

B. Park Construction, Equipment Sales & Installation

1. Playground Equipment
2. Playground Surfacing
3. Sport Court/Field Equipment
4. Outdoor Youth/Adult Exercise Equipment
5. Natural Landscape
 - a. Engineering and construction of rain gardens, bioswales, native landscape, permeable surfaces and other natural or green infrastructure.
6. Standard Landscape and Surfacing
 - a. Site preparation and demolition
 - b. Grading
 - c. Plantings
 - d. Paving (concrete, asphalt, sport court construction)
7. Fencing
8. Other Park Related Infrastructure and Equipment
9. Submission of detailed implementation plans acting as a general contractor on a park reconstruction project or subcontractor for relevant portions of holistic park design
10. Creation of a maintenance plan for relevant portions of holistic park design and provision of necessary materials for DPW to maintain spaces.

1.4 Schedule for Project Completion

Park order of completion, name, and location (zip code) is as follows:

- #1 - Marcus DeBack Playground - 2461 N. 55th St. (53210)
- #2 - 67th & Spokane Playground - 6632 W. Hustis Ave. (53223)
- #3 - Snail's Crossing Playground - 3050 N. Bremen St. (53212)
- #4 - Long Island & Custer Play Area - 5320 N. Long Island Dr. (53209)
- #5 - Buffum & Center Play Area - 2630 N. Buffum St. (53212)
- #6 - Foundation Park - 3700 W. McKinley Ave. (53208)
- #7 - Trowbridge Square Playground - 1530 S. 38th St. (53215)
- #8 - 34th & Mt. Vernon Play Area - 325 N. 34th St. (53208)
- #9 - 21st & Keefe Play Area - 2105 W. Keefe Ave. (53206)
- #10 - 5th & Randolph Play Area - 3450 N. 5th St. (53212)

Tentative schedule for the completion of all ten parks is as follows:

March 11, 2016	RFQ posted publicly
March 18, 2016	Formal question submission deadline
March 25, 2016	RFQ submissions due for DPW review
April 1, 2016	Contracts awarded for projects #1, #2 and #3
May 1, 2016	Reconstruction begins at project #1, #2 and #3
May 15, 2016	Contracts awarded for projects #4 and #5
July 1, 2016	Reconstruction begins at projects #4 and #5
July 15, 2016	Contracts awarded for projects #6 and #7
September 1, 2016	Reconstruction begins at projects #6 and #7
March 1, 2017	Contracts awarded for projects #8, #9, #10
May 1, 2017	Reconstruction begins at projects #8, #9, #10

**Note that each project will be contracted individually and selection for one project bears no impact on future project selection.*

2. SUBMITTAL REQUIREMENTS

2.1 General Requirements

Prospective consultants shall submit the following information, in the order listed, for consideration in any of the projects outlined above. Submissions must stay within page limits listed for consideration.

- A. Cover letter w/ acknowledgement of project/submittal scope (1 page)
- B. Credentials and expertise (1 page)
 - List certifications, licenses, memberships.
 - Describe areas of expertise as they pertain to this project.
- C. Capacity and project management (2 pages)
 - List contact information for qualified professionals / managerial personnel and their responsibilities / expertise, including sub-consultants/contractors.
 - Describe scope of services pertaining to design, sales, construction, maintenance, etc.
 - Highlight resources related to holistic park design (playground, athletic facilities, landscape, architecture).
- D. Experience and references (6 pages)
 - Describe 3 completed projects of similar design and scope in urban areas.
 - Include project description and client reference contact information.
- E. Service fees and material pricing (1 page)
 - List labor rates for professional / support staff which are anticipated for project..
 - List overhead rates / additional expected charges, including reimburseables.
 - Provide current service/product catalog and/or pricing list
 - Describe any applicable discounts for which the MKE Plays project would be eligible.
- F. Describe the unique features of your product and any potential value-add which could serve to distinguish your product/company from competition. (1 page)
- G. Describe the quality of your product(s) in material specifications/warranty for each of the following (as applicable): vertical structure, horizontal structure, fasteners, panels, rope/net, moving parts, surfacing. (1 page)

- H. Describe your experience with and capacity to involve community residents in the build process. Provide examples of this effort on previous projects. (1 page)
- I. Comment on any additional information applicable to your submittal. (1 page)
- J. Provide a statement of no conflict of interest regarding the purpose of this project.
- K. Provide a statement of liability insurance coverage: \$1,000,000 any one claim and in annual aggregate.
- L. Additional resources:
 - o Completed project photos (for projects referenced above) in single PDF file (6 pages)
 - o Current product catalog and pricing list (as necessary)

2.2 Cost of Preparation

The City is not liable for any costs incurred in responding to this RFQ. All materials submitted with this RFQ will become the property of the City and will not be returned.

2.3 Due Date

The RFQ must be received no later than Friday, March 25, 2016 at 5:00 PM (CST). RFQ's should be directed to:

Matthew Mortwedt
mmortw@milwaukee.gov
414-286-2145
Operations and Maintenance Manager
Zeidler Municipal Building, Room # 602
841 N. Broadway
Milwaukee, WI 53202

The RFQ should be sent electronically via e-mail **AND** in hard copy (3 copies) to the addresses above. Questions regarding this RFQ should be submitted formally by e-mail or telephone to the address and recipient listed above by no later than Friday, March 18, 2016 at 5:00 PM (CST). An RFQ received and time stamped after the date and time provided above will not be accepted.

3. EVALUATION CRITERIA

3.1 Determination of Qualifications

The criteria listed below will be used to evaluate submittals and select consultants for consideration of services in future projects:

- A. Quality of products and services
- B. Experience with and knowledge of innovative park design/construction
- C. Value-add proposition and compatibility with DPW consultant portfolio

3.2 Review of Submittal

All submittals will be reviewed by a Consultant Selection Committee, which will select an unspecified number of firms for future services based on qualifications presented in the submittals received, that meet City requirements for any or all activities mentioned in the scope of services. Submittals will be evaluated based on content, not aesthetics.

If necessary, selected firms will be invited to make an oral presentation and/or be interviewed to aid the Consultant Selection Committee in making final selections for firms to provide future services. When individual services become necessary, a professional services contract shall be negotiated with the firm most qualified to perform those services from the list of qualified applicants. In the event that a contract cannot be negotiated, contract negotiations shall proceed with the next best qualified firm for those services.

The City reserves the right to reject any or all RFQ's.

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Consultant Submittal

Date:

Time:

Firm

Name:

Address:

Phone:

Website:

Representative

Name:

E-Mail:

Phone:

Manufacturer *(If Applicable)*

Name:

Address:

Phone:

Website:

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